

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management																																		
b. Department, Agency or Establishment																																		
c. Second Level Review					Mobile Equipment Servicer					NA					5806					05					JW 12-31-01									
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment										c. Third Subdivision																								
a. First Subdivision										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature										Signature																								
Date										Date																								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																								
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										FWS JGS For Mobile Equip Servicing TS-33 Sept 74 Hdbk of Occup Groups and Fam Aug 02																								
Signature										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
Date										Date																								
23. Position Review										24. Remarks																								
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION**JOB TITLE:**Mobile Equipment Servicer **POSITION NUMBER** 01-033A**JOB SERIES:** 5806 **PAY LEVEL:** NA-5

Summary of Duties: Performs a variety of services, such as tire rotation, lubrication and replacement of automotive accessories. Drains and changes lubricants in crank cases, differentials, and transmission. Lubricates vehicles and replaces oil and air filters. Checks fluid levels in brakes and power steering reservoirs. Rotates, replaces, and repairs tube and tubeless tires. Test batteries. Replaces accessories such as rear view mirrors. Checks, replaces and adjusts such items as spark plugs, fan belts, tailpipes, hoses, and similar items. Records amounts of gasoline, oil, and other supplies issued. Keeps an inventory of gasoline and other supplies on hand. May operate fuel pump and drive motor vehicle. Observes environmental and safety rules and regulations.

Performs other duties as required.

Skills and Knowledge: Skilled in the use of battery cell tester, battery hydrometer, and all tools necessary to complete assigned duties. Able to record amounts of gasoline, oil, and other supplies issued. Able to keep an inventory of gasoline and other supplies on hand. Skill in checking, replacing, and adjusting components such as spark plugs and fan belts. Drivers' license required.

Responsibility: Work is assigned by the supervisor orally or in writing. Refers observed need for major repairs to a higher level worker. Work is seldom checked in progress, but rather on the basis of customer satisfaction. Selects proper tools and determines work methods and sequence.

Physical Effort: Frequently stands, walks, and handles objects weighing up to 15 pounds. Frequently bends, reaches, and works in awkward positions. Occasionally lifts heavy objects weighing up to 40 pounds.

Working Conditions: Work is performed inside and outside. Generally, work area inside is dirty, oily, greasy. There is constant exposure to minor cuts, bruises and burns. Must wear issued protective gear.